C-O-N-F-I-D-E-N-T-I-A-L

T/II/M-15
7 May 1965

U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Fifteenth Meeting, 30 April 1965

Members or Their Representatives Present

25X1

CIA	-	
DIA	-	, Chairman
NSA	-	
STATE	-	Mr. Robert Whipp
ARMY	-	Mr. Robert Baxter
AIR FORCE	-	Lt. Col. Robert McAnaw
CSS	-	Secretary

25X1

Others Present

None

25X1

1. [   ] opened the meeting by discussing a number of steps which would culminate in recommendations to CODIB concerning a plan for an item list. He noted the need for decisions concerning inclusion/exclusion of items on the list and also of criteria concerning the level of items on the list, e.g., issue level, series level, etc. Implementation alternates were also discussed.

25X1

2. [   ] noted his conviction that system design work cannot be done in a committee without substantial staff help. The availability of such staff help is questionable at this time. In view of this fact, [   ] suggested that we consider a change in mode which would result in the preparation of a pilot item list of a considerable number of actual, active items. Initially we would use tentative inclusion/exclusion criteria based on suggested categories. The identification and description elements employed would be those already decided by the team, however, changes based on experience with the pilot list would be anticipated. Similarly we should be able to develop more definitive categories and establish requisite item levels.

25X1

Group 1
Excluded from automatic
C-O-N-F-I-D-E-N-T-I-A-L downgrading and
declassification.

3. Development of the pilot item list would be followed by a period of evaluation by the task team, by CODIB, and by CODIB member activities. Feedback from these evaluations would be used for necessary redesign, new inclusions for the list and for updating. The team agreed that the foregoing approach appeared to offer most promise of achievement in light of conditions that exist.

4. The team then turned its attention to finalizing suggested categories of items for inclusion or exclusion on the item list. A review of proposals by [_____] [_____] ensued. A comparative analysis of the various schemes had been prepared for the meeting. It was decided that [_____] scheme in modified form would be used in planning and developing the pilot item list. The modified categories disposed in two levels with modifiers are as follows:

25X1

25X1

SUBSTANTIVE ITEMS

Textual Collection Products
Technical Collection Products
Technical Processing Products
Studies
Estimates and Projections

SUBSTANTIVE SUPPORT ITEMS

Reference Service Products
Requests and Requirements
Substantive Management and Processing Aids

NON-SUBSTANTIVE ITEMS

MODIFIERS

X = Counterintelligence Items
D = Domestic Subjects
F = Foreign Publications or Derivatives Therefrom
C = Current Intelligence Items.

5. The team then discussed items which should be included on and those which should be excluded from the pilot item list. The following categories of items were tentatively excluded:

a. All non-substantive items.
b. Under Substantive Support Items: requests and requirements other than for collection.
c. Under Substantive Items: domestic subjects; counterintelligence except studies, estimates and projections; foreign publications in their original form except "hard-to-get" items; maps, photos, etc. in their map and photo form.

Sample entries of the excluded items would be included on the pilot item list for evaluation purposes.

C-O-N-F-I-D-E-N-T-I-A-L

- 3 -

25X1

6. [   ] was requested to come up with a paper on categories reflecting the changes proposed by the team. Other members were requested to be prepared to discuss in detail implementation alternatives for developing and presenting the pilot item list at the next meeting.

7. The next meeting will be held 1330 hours, 10 May 1965 at CIA Headquarters.

25X1

Secretary

C-O-N-F-I-D-E-N-T-I-A-L